

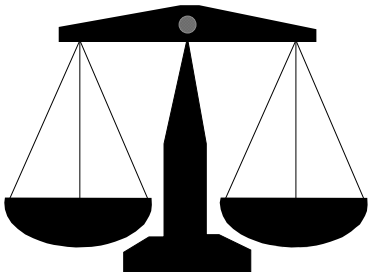
Legal Department

Susan Guerra
Legal Department Manager
(314) 552-2367

John McCaffrey
Chief Trial Officer
(314) 552-2089

Graham LaBeaume
Chief Warrant Officer
(314) 552-2125

Melvin Spall, Supervisor
Investigation Unit &
Intake Unit
(314) 552-2182



If you need some assistance or an accommodation in order to participate in these court services, please contact:

The Americans with Disability Coordinator,
JANICE KOCH

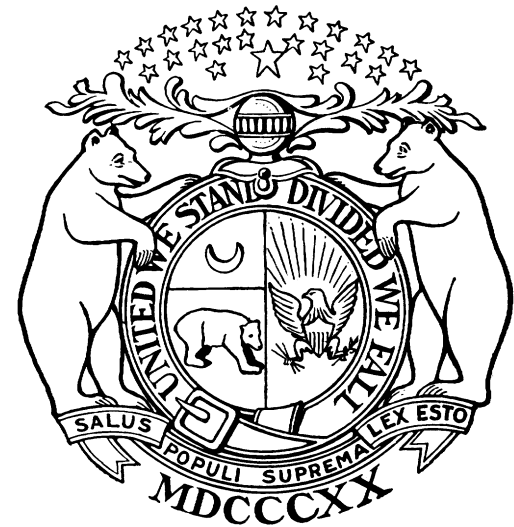
at

920 North Vandeventer Ave.
St. Louis, Missouri 63108

or

by telephone
VOICE (314) 552-2000
TDD (314) 531-6158

Welcome To The St. Louis City Family Court Juvenile Division's



Legal Department

920 North Vandeventer Ave.
St. Louis, Missouri 63108
(314) 552-2000

(314) 552-2260(Fax)

**Office Hours: 8:00 a.m. - 5:00 p.m.
Monday – Friday
(Except Holidays)**

What is the Legal Department?

The Legal Department consists of attorneys, Deputy Juvenile Officers, Investigators, Paralegals and support staff.

The attorneys of the Legal Department provide legal support to the Juvenile Officer and Deputy Juvenile Officers. In addition the attorneys of the Legal Department provide legal opinions to the Court and Deputy Juvenile Officers.

The Legal Department is tasked with presenting cases against juveniles in delinquency and status offense matters. In abuse and neglect as well as termination of parental rights matters, the department is tasked with presenting cases against parents. The department is also responsible with filing appeals on behalf of the Court.

Subsections of the Legal Department

- ◆ Intake Unit – this unit is charged with processing all incoming cases to the Court. Cases are referred to the Court by Walk-ins, letters and/or affidavits, or by the police. The Intake Unit consists of Deputy Juvenile Officers.
- ◆ TPR (Termination of Parental Rights) & Adoptions Section consists of two attorneys and two Deputy Juvenile Officers. Two paralegals and one secretary support the section. The section is charged with the proper filing and execution of TPR petitions. The Deputy Juvenile Officers assigned to

the section are charged with the tasks surrounding adoptions.

- ◆ The Chief Warrant Officer is tasked with determining whether there is enough evidence for cases to proceed.
- ◆ The investigation section is charged with investigating for the attorneys, serving subpoenas and summons upon witnesses, ensuring that witnesses appear before the Court and securing documentation (evidence) needed for Court hearings.

Other Tasks of the Legal Department

In addition to the tasks previously mentioned in this brochure, the Legal Department is responsible for appointing attorneys for parents in abuse & neglect cases as well as termination of parental rights cases.

Also, the Legal Department processes cases transferred from other Jurisdictions.

The Legal Department also trains the Juvenile Division staff as to changes in the law as it pertains to children and youths.

Adoption Search Information

A frequently requested service of the Legal Department is to provide adoption search information to adult adoptees wishing to obtain information concerning a past adoption record.

A request for information must be directed to the juvenile court that finalized the adoption. All requests for information should specify whether the individual is seeking verification of an adoption, non-identifying and/or identifying information. Including as much of the following information regarding the adoption as is known will allow the court to expedite the request:

1. Adoptive name
2. The adoptee's birth name
3. Adoptee's date of birth
4. The names of the adoptive parents
5. The name of the adoption agency involved in the adoption
6. The names of the birth parents
7. The date on which the adoption was finalized
8. The cause number or file number on the adoption decree
9. A photocopy of the adoption decree

Adoption search information requests should be in writing and accompanied by some proof of identification (a photocopy of birth certificate, a photocopy of a driver's license or a notarized statement). The request should be submitted to:

Martha Miller or Larry Doyle
Family Court – Juvenile Division
920 North Vandeventer Ave.
St. Louis, MO 63108

For more information, feel free to call (314) 552-2000.